

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0937297**
POSITION NO: **940888**
CLASS CODE: **3707**

Date Posted: **12/17/12**
Closing Date: **12/31/12**

POSITION TITLE: **SENIOR SOCIAL SERVICES REPRESENTATIVE**
DEPARTMENT NAME: **Navajo Division of Social Services/Department of Family Services**
DEPARTMENT NO: **93** WORKSITE LOCATION: **Kayenta, Az**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R60A**
Days: **Mon - Fri** Permanent: ☒
Hours: **8AM - 5PM** Temporary: ☐ Duration: \$ **26,956.80** Per Annum
Part-Time: ☐ No. of Hrs/Wk: **40** \$ **12.96** Per Hour

DUTIES AND RESPONSIBILITIES:

Receives referrals for financial services and initiates all DFS application forms for the services being requested. Identifies, collaborates and coordinates specific approved service provider regarding admission and/or discharge of clientele; communicates with sub-contractors regarding service timeframe, costs, transportation, etc.

Establishes and maintains client case records; directs and participates in intake and client assessment procedures; ensure that all required information is obtained and properly documented. Develops individual case plans in compliance with the financial assistance requirements for P.L. 93-638 Contract services; revises, reassess, recertify case plan every six (6) months, gathers information and develops social summary through periodic case staffing. Work with the court system and make recommendations on legal alternative within the guidelines and objectives of program policies.

Provides required statistical reports; ensures that cases record is consistently in compliance and available for client review/audit; maintains good communication with the service providers and child protective services and/or be a part of multidisciplinary team. Participate in aftercare activities with appropriate service agencies, health program or facility; and close case records upon completion of services. Provides and arranges for appropriate crisis intervention services, i.e., on-call schedules for protective services.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

An Associate's degree in Sociology, Social Work, Psychology, Human Services or related field; and three (3) years experience providing social service to disadvantaged clientele; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit college transcript, certificate, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of resources, treatment facilities, and education programs available to clients. Knowledge of a Para-professional nature of the theories of human behavior. Skills in dealing clients. Knowledge of Navajo Children's Codes, court systems. Skills in interacting with people from multiple culture, social background and spiritual beliefs. Skills in preparing reports.

License/Certification Requirements:

PREFERRED: Valid State Driver's License and ability to obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment; must pass a criminal background check.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99